



Grants Fiscal Analyst

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for both students and teachers. We are a rapidly growing 501c3 based in Richmond, Virginia, but retain our core values that have brought us success. Our commitment is to supporting teachers and students, to building sustainable and collaborative communities, and to employing creativity and problem solving to an evolving and rapidly changing education landscape. We also remain an organization that values a healthy work-life balance, and a practice and belief that recognizes family comes first. Some of our funders include Amazon, Facebook, Capital One, Carmax, the Commonwealth of Virginia, the National Science Foundation, and many more amazing companies, government agencies, and individuals that value the need for a computer science-ready workforce.

The Grants Program Analyst is responsible for complex analytical work as it relates to program budgets, financial administration of grants to include obtaining and maintaining funding from local, state and federal entities. This position will serve on major grant project implementation teams. This position works under the direct supervision of the Deputy Director on the Finance team..

Essential Job Functions

Duties listed are not intended to be all inclusive nor to limit duties that might reasonably be assigned.

FINANCIAL MANAGEMENT

- Ensure that all grant project spending complies with Federal spending rules.
- Manage grant project spending in accordance with approved project budgets and cash flow – issuing purchase orders, approving spending, etc.
- Track grant project expenses and create monthly cost-to-complete projections in collaboration with Project Lead; communicate projection data to the Finance Department.
- Analyze monthly project statements issued by the Finance Department to ensure all charges to the grant project are correct; request corrections if necessary.
- Assist departments with financial assessments of grant projects.
- Monitor and track compliance on grant contracts and provide recommendations to promote continued financial and grant compliance.
- Manage use of CodeVA existing resources to ensure the expected portion of grants support the CodeVA operating budget.

- Approve all grant project expenses prior to payment and ensure that all invoices and other payment authorizations are appropriately coded and are reasonable, allowable and allocable.
- Ensure receipts for all purchases are present and stored appropriately in a digital manner.
- Provide support for other related Finance department work as necessary.

BUDGET

- Convert grant development budgets into internal CodeVA budget format to support project execution.
- Amend grant project budgets as required, incorporating new funding, modified timelines, changed staffing plans, etc.; Seek proper approvals and file amended budget with the Finance Department. Submit budget revisions, amendments, and extensions on federal and state contracts in a timely manner.
- Support the preparation of new grant applications with financial information and budget creation.

CONTRACTS

- Initiate agreement drafting process for all contractors, vendors and subrecipients and shepherd contracts through from first draft to execution.
- Ensure that all grant project related contracts provide appropriate controls, meet project needs and comply with project timeline and Federal contracting guidelines.
- Acquire and document approval that the required contract deliverables have been accepted, then initiate related payments.
- Working with legal counsel, develop appropriate template agreements and releases for grant project participants that acquire all the services and rights necessary to meet the project outcomes and deliverables.
- Ensure that contracts and releases are executed and digitally retained.
- Establish or work with Finance to maintain a filing system to archive contracts, releases and expense documentation for 7 years beyond the duration of the project.
- Ensure that any IP owned by outside parties that may be incorporated into project materials is cleared for all uses contemplated by the project, including the required Federal uses.

REPORTING

- Present findings, problems and status updates to the Deputy Director and Project Leads, and Principal Investigators.
- Generate timely and accurate reports for submission to granting agencies as required.

ADMINISTRATION

- Collaborate with colleagues to design tools, practices and control systems to manage project activities, spending and resource acquisition.

- Assist with the development and maintenance of procedures and guidelines for grants administration.
- Maintain digital official grant files, records, spreadsheets, and supporting documentation in compliance with the CodeVA Policy and Procedures, as well as all Federal and State requirements and regulations. Ensure files are shared with relevant parties, and that access controls are observed.

COMMUNICATION

- Provide exceptional communication and customer service skills, plus demonstrate ability to perform in a team environment with excellent interpersonal and problem-solving skills.
- Act as resource to the Grant Project Leads, advising on best application of project funds to accommodate changing project plans.
- Serve as a liaison between the finance department and assigned grant project leads.

Required Knowledge, Abilities and Skills

- Principles and practices of budget formulation, programming, prioritization and administration.
- The proficient use and application of Quickbooks Online and Excel to create detailed and complex documents as needed.
- Financial management and project tracking.
- Demonstrable analytical thinking & business insight.
- Successfully interpreting and implementing federal, state, and local regulations.
- Establishing and maintaining effective working relationships with colleagues, local, state and federal agencies. Effective communications with other CodeVA employees and outside organizations is essential.
- Demonstrating adequate communication and analytical skills.
- Must successfully demonstrate effective oral and written communication.
- Attention to detail is critical.
- Knowledge of public education funding and grants administration,
- Detail-oriented self starter with ability to complete tasks with little or no supervision
- A strong commitment to community service, in particular through public education.

Software Knowledge

Proficiency in using computer systems and the listed software applications associated with performance of assigned work is essential. Basic problem-solving skills associated with software applications used is expected. Software usage relevant to job duties will be evaluated.

Gmail, Internet, Google or Microsoft Office Suite (especially Excel or Sheets), Quickbooks Online

Training and/or Education

The Grants Program Analyst shall have a minimum of a Bachelor's Degree from an accredited four-year college or university in Business Administration, Public Administration, or other related field;

Required Experience

Minimum of five years work experience in project budgeting and/or grants administration. We're looking for a grants fiscal analyst who is well rounded in Finance, GAAP, Federal Grants Administration, Contract Management, and Budget Management. Our finance team is small but mighty, and moves fast on executing improvements to our systems and procedures. As the business manager, you will be a critical part in taking CodeVA and its operation to the next level.

Equal Opportunity Employment

At CodeVA we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. CodeVA believes that diversity and inclusion among our team is critical to our success as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

Benefits and Salary

Salary range: \$55,000 - \$65,000, commensurate with experience

CodeVA offers a generous benefits package for full-time employee eligible employees, including 100% company provided health insurance base plan, with an option for employees to upgrade to a platinum plan, fully covered dental insurance, vision insurance, life insurance, accidental death and dismemberment insurance, short-term and long-term disability insurance, 12 weeks of fully paid parental leave, as well as generous holiday, sick, and vacation pay.

How to Apply

Submit your resume and cover letter to HR@codevirginia.org no later than September 30, 2020. Please indicate "Business Manager Application" in the subject line of your email. Evaluation of submissions will begin immediately. The position will remain open until it is filled. Please no phone calls or in person drop bys.